

**U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
NEVADA OPERATIONS OFFICE**

ORDER

NV O 350.2

Approved: 07-16-02
Review Date: 07-16-04
Expires: 07-16-06

**USE OF FACILITY CONTRACTOR
EMPLOYEES FOR SERVICES TO DOE
IN THE WASHINGTON, D.C., AREA**



**INITIATED BY:
Human Resources Division**

USE OF FACILITY CONTRACTOR EMPLOYEES FOR SERVICES TO DOE IN THE WASHINGTON, D.C., AREA

NV O 350.2

7-16-02

1

1. OBJECTIVE. This Order is established to supplement and be used in conjunction with DOE O 350.2, USE OF FACILITY CONTRACTOR EMPLOYEES FOR SERVICES TO DOE IN THE WASHINGTON, D.C., AREA, dated 7-12-01. It clarifies procedures for the management of contractor employees assignments to the Washington, D.C., area.
3. APPLICABILITY.
 - a. Department of Energy (DOE) and National Nuclear Security Administration (NNSA) Elements. The provisions of this Order apply to all NNSA Nevada Operations Office (NNSA/NV) employees.
 - b. Contractors. The provisions of this Order apply to NNSA/NV contractors as set forth in the Contractor Requirements Document.
4. REQUIREMENTS.
 - l. Written approval from the Manager will be obtained prior to assigning contractor employees to the Washington, D.C., area.
 - m. After approval by the Manager of a contractor employee assignment or upon the expiration of an existing assignment, changes to the Facility Contractor Employee Database System will be made within 30 days such changes become effective.
5. RESPONSIBILITIES.
 - d. Manager. Approves or disapproves DOE or NNSA Program or Staff Office request for contractor employee support to the Washington, D.C., area.
 - e. Assistant Manager. Ensures scopes of work and any identified milestones or deliverables are incorporated into Task Plans or other work assignment documents.
 - f. Contracting Officer: Provides signature acceptance of work authorizations.

**USE OF FACILITY CONTRACTOR EMPLOYEES FOR SERVICES TO DOE
IN THE WASHINGTON, D.C., AREA**

NV O 350.2

7-16-02

2

g. Resources Management Division (RMD).

- (1) Coordinates review of the Work Authorization and accompanying documentation with the cognizant Program Manager ensuring performance will comply with mandated conditions.
- (2) Returns approved Work Authorization to the initiating DOE or NNSA organizations transmitting a copy to the cognizant Assistant Manager and the Human Resources Division.

h. Human Resources Division (HRD).

- (1) Coordinates the review of DOE or NNSA requests with RMD and the appropriate Assistant Manager.
- (2) Notifies the contractor organization and the requesting DOE or NNSA Program or Staff Office of approval or disapproval of proposed assignment to the Washington, D.C., area.
- (3) Maintains Facility Contractor Employee Database System, updating the database system after the Manager's approval of a new contractor employee assignment or upon the expiration of an existing assignment in the Washington, D.C., area.
- (4) Periodically reviews the contractor staffing assignments to ensure conformance with DOE or NNSA Program or Staff Office ceilings and/or staffing plans.
- (5) Reviews the contractor annual office and support staffing plans for submittal to DOE or NNSA by April 15 of each year (DOE O 350.2, Attachment 3, page 3).

6. REFERENCE. DOE O 350.2, USE OF FACILITY CONTRACTOR EMPLOYEES FOR SERVICES TO DOE IN THE WASHINGTON, D.C., AREA, dated 7-12-01.

**USE OF FACILITY CONTRACTOR EMPLOYEES FOR SERVICES TO DOE
IN THE WASHINGTON, D.C., AREA**

NV O 350.2

7-16-02

3 (and 4)

7. CONTACT. For information about this Order, contact HRD at (702) 295-1019.



Kathleen A. Carlson
Manager

**USE OF FACILITY CONTRACTOR EMPLOYEES FOR SERVICES TO DOE
IN THE WASHINGTON, D.C., AREA**

**NV O 350.2
7-16-02**

**Attachment 1
Page 1 (and 2)**

CONTRACTOR REQUIREMENTS DOCUMENT

11. The Performance-Based Management Contractor have or may have employees in the Washington, D.C., area for more than 30 consecutive days at the request of a Department of Energy or National Nuclear Security Administration (NNSA) Program or Staff Office must:
 - a. Obtain written approval from the NNSA Nevada Operations Office (NNSA/NV) Manager prior to assigning an employee to the Washington, D.C., area.
 - b. Provide updated information on employees in the Washington, D.C., area (DOE O 350.2, Attachment 3) to the NNSA/NV Human Resources Division not later than April 1 of each year.